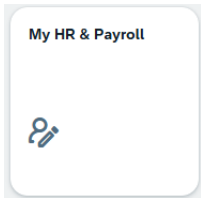


## How to Access Allowance Slips in the One SAP System.

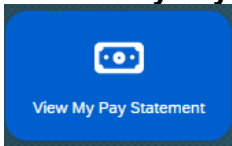
1. On the desktop screen click on the **SAP Cloud** icon.



2. The Workzone will open, click on the **My HR & Payroll** tile.



3. In the Successfactors screen click on the **View My Pay Statement** tile.



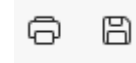
4. In the View Pay Statement window click on the **Pay Statement** link.

[Pay Statement](#)

5. A copy of the Allowance Slip will appear.

PAYMENTS	
Description	Units

4. The allowance slip can be printed or saved as a PDF file using the icons at the top right.



### How to view historic Allowance Slips

1. In the View Pay Statement window click on the **View Pay History** link.

[View Pay History](#)

2. A list of slips for the current and previous months will appear.

Pay Periods (28)
30 April 2026
30 March 2026
27 February 2026
30 January 2026

3. Click on the required month to display the related allowance slip.

Pay Periods (28)	
30 April 2026	EXTERNAL
30 March 2026	
27 February 2026	

5. The allowance slip can be printed or saved as a PDF file in the same way using the icons at the top right.



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